



General Services Administration
National Capital Region
Washington, DC 20407

87-2195x



Dear Mr. Donnelly:

Over the past year, the Delegation of Operational Authority program in the National Capital Region (NCR) has transferred over 28 million square feet of space (including the Pentagon) to various agencies. This makes it necessary to revise the structure in the Buildings Management Program to balance workloads in our field offices.

The NCR Buildings Management Division (BMD) is now beginning to realign our field activities with the objectives of keeping services closer to the customer. The plan recognizes the impact of delegations, balances workloads, and provides for a manageable, geographically based field office alignment.

We consider it essential that our customers are informed of these changes and that any concerns be addressed. I have asked that the responsible officials within BMD visit with each agency affected by this realignment to discuss our plan and its implementation schedule. The meeting should be fairly brief and will involve a short presentation on the overall field office plan, as well as provide for a question and answer session.

Please advise your responsible facilities management personnel that the scheduling of each presentation can occur on request during October and November. Please coordinate the scheduling of the presentation directly with Mr. Jack E. Babcock, Director, Buildings Management Division, on 472-1841.

Sincerely,

Lewis M. Pearson
Assistant Regional Administrator
for Real Property and Operations

Mr. Wm. F. Donnelly
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

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Mr. Wm. F. Donnelly
Deputy Director for Administration
Central Intelligence Agency
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2-3 #1 - FOR ACTION AS APPROPRIATE.

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